

FINAL
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 11, 2013
BROOKFIELD HIGH SCHOOL MEDIA CENTER
7:00PM

CALL TO ORDER: Chairman J. Friedrich called the meeting to order at 7:00pm; beginning with the Pledge of Allegiance.

Present for the Board: Chairman J. Friedrich, Vice Chairman I. Agard, Secretary P. Kurtz R. Jaffe, J. Tomaino, R. Appleby, and Ex-Officio First Selectman B. Davidson.

Also Present: Town Controller W. Leverage and members of the public.

PUBLIC COMMENT: There were no public comment.

APPROVAL OF MINUTES: A motion was made by Secretary P. Kurtz, second by R. Appleby, to table agenda item Approval of Minutes from the August 14, 2014 Board of Finance Regular Meeting until next month's meeting. Motion passed 4-1-0.

Members voting yes: Chairman J. Friedrich, Vice Chairman I. Agard, Secretary P. Kurtz, and R. Appleby.

Members voting no: R. Jaffe

Members abstaining: J. Tomaino

COMMUNICATIONS AND CORRESPONDENCE: There were no communications or correspondence reported.

REPORT OF THE FIRST SELECTMAN: First Selectman B. Davidson reported on the Police Outside Service Fund, Merwin Brook Road Property, Parks Revitalization Project referendum, and the Library Cottage.

REPORT OF THE FINANCE DIRECTOR: Town Controller W. Leverage gave the Board an overview of the August 2013 Revenue and Expenditure Report.

● **Capital Project Status Update** – Town Controller W. Leverage distributed a copy of the Brookfield Town Capital Projects Update as of 9/11/13.

● **Previous Year Budget Closeout Update** – Previous year budget closeout will be completed pending the Board's approval of the year end transfers. See Board approval of year end transfers under "Other Items to Come Before the Board" on page two.

SUBCOMMITTEE REPORTS

a. **Audit Committee** – R. Jaffe reported that the auditors were at the Town Hall during the week on August 19, 2013. He also reported that the auditors will be performing year end field work on October 14, 2013.

b. **Bylaws Committee** – Vice Chairman I. Agard stated that when the Budget Process Draft is approved he intends to propose making the document Attachment "A" in the Board of Finance Bylaws.

- c. **Budget Committee** – R. Jaffe suggested that all Board members review the latest Board of Finance Budget Process Draft to be discussed at next month’s meeting.

OLD BUSINESS

- **First Selectman B. Davidson responded to question of Bond Counsel additional wording.**

- **Tick List Continued** – No further updates were reported for the Tick List. Chairman J. Friedrich stated that he will review the latest revision by Secretary P. Kurtz along with Board member comments, and create a updated version for next month’s meeting. Vice Chairman I. Agard stated that if the updated version of the Tick List is approved, he would like the Board to vote if this document should become part of the Bylaws.

- **Draft Budget Proposal Continued** – This agenda item was discussed under Subcommittee Reports.

NEW BUSINESS

- **Capital Budget Items to be Bonded** – This item to be reviewed and will be discussed at next month’s meeting. First Selectman B. Davidson and Vice Chairman I. Agard to review video of the earlier 2013-2014 budget discussions regarding these proposed non-bonded items.

PUBLIC COMMENT: There was no public comment.

OTHER ITEMS TO COME BEFORE THE BOARD: Final Year End Budget Transfers. A motion was made by J. Tomaino, seconded by R. Appleby, to accept the Town Controller’s aforementioned transfers to enable the completion of said Comprehensive Annual Financial Report; reference # 2013-05. Motion was passed unanimously.

ADJOURNMENT: A motion was made by Secretary P. Kurtz, seconded by R. Appleby, to adjourn the meeting. Motion was passed unanimously. The meeting was adjourned at 8:10am.